



Making Life Easy as a CTSO Adviser

Office of Career, Technical and Agricultural Education

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Communications, & Transportation



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Office of Career, Technical and Agricultural Education

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Special Populations



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Office of Career, Technical and Agricultural Education

DIVISIONS

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- [Curriculum and Instructional Services](#)
- [Special Education Services and Support](#)
- [Innovative Academic Programs](#)
- [Testing](#)

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[Staff Contact List](#)

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Program Delivery Team

http://www.gadoe.org/ci_cta.aspx?PageReq=CICTAProgramDelivery

Mission:

The Program Delivery Team is to provide the link in leadership, direction, and support to CTAE educators to enhance student achievement.

Vision:

The Program Delivery Team is to provide resources necessary to achieve business and industry accreditation/certification to all CTAE programs.



[Ron Barker](#)
[Engineering & Technology,](#)
[\(TSA\)](#)



[Sonny Cannon](#)
[Architecture, Construction, Communications & Transportation,](#)
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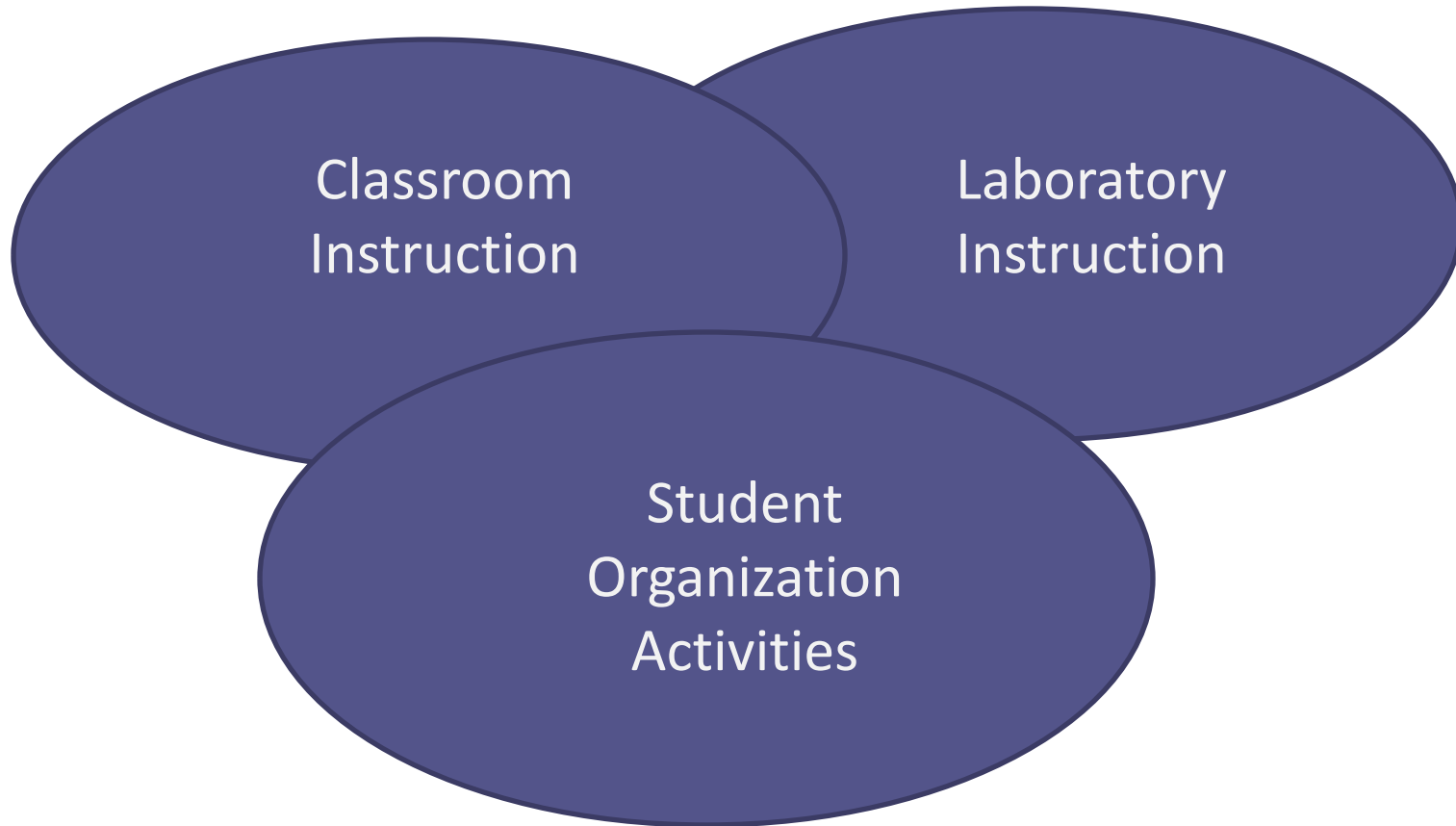
CTSO

Career & Technical Student Organizations



Office of Career, Technical and Agricultural Education

Where do CTSO's Fit in Your Program ?



Classroom
Instruction

Laboratory
Instruction

Student
Organization
Activities

Value of CTSO's

- Create interest in your program area.
- Develop leadership skills as well as follower skills.
- Develop confidence and positive attitudes.
- Promote group activities.
- Promote initiative.
- Encourage & vitalize students.
- Support occupational skills, development of occupational competencies and social abilities.
- Promote self improvement and provide scholarships.
- Provide for individual recognition.

What should the adviser do to get started?

1. Orient career and technical education students to the fundamentals and principles of career and technical student organizations.
2. Supervise the development, publication, and implementation of a yearly plan of activities.
3. Supervise the election and training of local chapter officers.
4. Prepare career and technical students for participation in local, regional, state and national activities.

5. Assist career and technical students in advancing within the available degrees of the organization.
6. Supervise the development of a public relations program for your CTSO.
7. Supervise the financial operation and fundraising activities of your CTSO.
8. Provide instruction for students in leadership and personal development.
9. Assist students in developing and conducting award and recognition programs for your CTSO.

Fundraising Ideas

- Silent Auction
- Sell food items for special events.
- Sell t-shirts for homecoming game.
- Sponsor car washes.
- Host golf tournament.
- School based enterprise.





Publicity and Promotion of Your CTSO

Designate a bulletin board in the classroom for all CTSO news and activities.

- Announce meetings and activities with your CTSO on the school website, morning announcements and newsletters.
- Have a school CTSO t-shirt and wear it on designated days.
- Get to know local news reporters at TV station and newspaper and ask them to cover newsworthy events.

Keeping Students Engaged

Local level:

- Chapter Officer
- Committee Chair – fundraising, public relations, programs, etc.
- Participate in local community service projects.



Regional/District level:

- Regional / District Officer
- Work region activities/events with other high schools.

State Level:

- State Officer
- Serve as voting delegate from your chapter at state conference.
- Participate in legislative breakfast with all CTSO's.
- Apply for scholarships.
- Compete in events your CTSO offers.
- Attend your CTSO state conferences/activities.
- Participate in state community service or outreach projects.

National level:

- National Officer
- Participate in leadership Academies
- Attend National Meetings
- Attend National Competitions/Contests
- Participate in community service or outreach projects.
- Apply for scholarships.



HANDBOOK for Advisors of Career and Technical Student Organizations

5th Edition



Contents:

- Relationship of CTSO to CTAE Program
- Orienting Students to Fundamentals & Principles
- Developing a Program of Activities
- Electing & Training Officers
- Preparing Members for Local, Regional, State and National Events
- Developing a Public Relations Program
- Financial Operation of Your CTSO
- Developing and Conducting Awards and Recognition Program
- Leadership & Personal Development for Students
- CTSO Involvement for Members with Special Needs
- Supervising a Yearly Evaluation of Your CTSO
- USDOE Policy for CTSO's.
- Information on 10 Major CTSO's

CTSO

Classroom Integration



Competitive Events

Element Project – see CTAERN – Business Essentials for Example

Chapter Planning Guide

Ideas:

Committee Meetings

Classroom Projects – State Projects

Honor Cord Requirements

Philanthropy

Service Learning

Letter Campaigns

Office of Career, Technical and Agricultural Education

Resources for Promotion

Georgia CTSO



www.gactso.org/

[Home](#) [Calendar](#) [About CTSO's](#) [Advisor Resources](#) [Foundation Links](#)

Coming Up Next

FOUNDATIONS:

EVENTS:

June 11 - 13
CTSO State Officer Leadership Camp
Rock Eagle 4H Camp

June 20 - 26
SkillsUSA National Leadership Conference
Kansas City

June 22 - 27
HOSA National Leadership Conference
Orlando, FL

June 28 - July 2
TSA National Leadership Conference



Click on the logos to visit the CTSO websites.

CTI SLC & FFA



Georgia CTSO

Home Calendar About CTSO's Advisor Resources Foundation Links CTSO Director Resources GA CTSO Photos

June 2010 July 2010 August 2010

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
27	28	29	30	01	02	03
	FBLA SLOTS	FBLA SLOTS	FBLA SLOTS	FBLA SLOTS		
	TSA National Conference					
04	05	06	07	08	09	10
FCCLA National Leadership Conference					HOSA Board of Director's Retreat	
11	12	13	14	15	16	17
HOSA Board of Director's Retreat		FBLA Institute for Leaders			HOSA Success Day- New Advisors	
			FBLA National Leadership Conference			
18	19	20	21	22	23	24
HOSA Success Day- New Advisors						
HOSA Success Day- Experienced Advisors						
SkillsUSA University						

CTAE month – February

Check with your individual CTSO's for when they celebrate their CTSO. Examples of things you can do during this week.

- *Poster in hallway proclaiming "CTSO" week
- *School news story
- *Proclamation by County Commissioners
- *CTSO celebration breakfast – star student and teacher from each CTSO
- *Career exploration lesson during that week
- *Contact legislators
- *Service Learning project

Each CTSO provides some type of local officer training program (HOSA – Jump Start) that teaches these student officers how to run a chapter meeting. Most CTSO's also offer training for new advisors – EX. HOSA offers HOSA Success Day and Skills USA offers Skills University. Check with your individual CTSO



CTAE and Service Learning – A Perfect Fit

- Connects curriculum to real life experiences in the community
- Provides opportunities when clinical or workplace experiences are not available.
- Provides opportunities to practice soft skills such as work ethics in addition to career related skills
- Can be made available through Career Technical Student Organizations – Ex. HOSA

Examples of CTAE Service Learning

- Horticulture class landscapes a school or nursing home
- Construction class builds a playhouse for a Head Start center
- Business Education teaches basic computer classes and helps people in the community prepare resumes
- Auto service class repairs cars for families who cannot afford to have them repaired.



Provides the opportunity for students to use their skills and knowledge in real life situations.

County Emergency Drill



Other Examples of Service Learning in CTAE programs

- *Drafting program produces emergency escape route maps for local schools and local government offices
- *Healthcare program teaches CPR classes in the community and holds annual blood drives
- *Graphic arts program produces signs and programs for community theater group.

Potential Results from CTSO Service Learning Projects

Actual skills related to CTAE curriculum as well as:

- *Planning* Coordinating
- *Delegating* Networking
- *Research* Management
- *Plan development* Evaluation
- *Organization* Problem solving
- *Communication* Teamwork
- *Dependability



BAT



FY 2011 Program Of Work (POW):

(Each Program Specialist and/or CTSO Executive Director will review the POW, specific to their program area, with their teacher group.)



PARTS OF CTSO PROGRAM OF WORK (POW) FOR FY 2010

Operations & Leadership: Minimum of 30 pts.

(15 pts. for Operations and 15 pts. for Leadership)

Chapter/State/National: Minimum of 20 pts.

Professional Development: Minimum of 15 pts.

Competitive Events: Minimum of 35 pts.

Total: 100 pts.

FY 2011 POW GENERAL INFORMATION:

Program Management Goal: Easier Accountability for Local CTAE Administrators:

Documentation for completion of POW criteria will be collected/assessed by the Program Specialists and sent to the Program Area's teachers and CTAE administrators.

Example: "Marketing Instructor shall submit local chapter plan of yearly activities to Linda Smith by October 1st." Linda Smith will verify local chapters' yearly activities and send an email to Marketing teachers and their CTAE administrators by October 20th.

FY 2011 POW GENERAL INFORMATION:

Examples of Criteria Documented by Program Specialists and Sent to Teachers and CTAE Administrators:

Date CTSO's are affiliated with the state and national association.

CTSO's yearly plan of activities and budgets.

CTSO's conferences/training sessions (i.e., Fall Leadership Conferences, Fall Rallies, State Competitive Events' Conferences, Local Chapter Officer Training Sessions, etc.)

FY 2011 POW GENERAL INFORMATION:

Program Management Goal: More Consistency Among POW's in all Program Areas:

Questions were raised as to why some CTSO's had Rallies, Local Officer Training Programs, etc. while others did not. So, Program Specialists were asked to address these issues. Like conferences/activities were placed in the same sections of POW.

While the intentions were good, too many costly criteria were placed in the same section of the POW document in some programs.

FY 2011 POW GENERAL INFORMATION:

Out of School Issues and Travel Costs:

Local CTAE administrators STILL determine who will or will not receive the extended day grant.

If a system cannot afford to send a teacher to the required activities (determined by points), the teacher will have to complete an improvement plan this year. But, the statement will reflect the system's inability to pay for the activity and will in no way reflect on the teacher.



Questions??????????

